

## School Engagement Coordinator

Work in our ImpactEd Evaluation team, engaging schools in collecting data, using our digital platform and ensuring we can deliver high quality projects that help our partners improve outcomes for children

<b>Job Title</b>	School Engagement Coordinator
<b>Salary</b>	£25,000 - £28,900 (Grades Ad1 to Ad4) dependent on experience, plus flexible benefits allowance, £2,000 London office usage uplift if applicable and learning and development budget. Details on pay and benefits available on our <a href="#">careers page</a> .
<b>Contract</b>	Permanent. Given the nature of this role we are happy to explore a range of flexible working options including term time only contracts, though would expect at least four days a week during term time. We offer flexible hours and working practices.
<b>Benefits</b>	Flexible working; regular training; individual professional development budget and leave allowance; access to mental health support.
<b>Based</b>	Hybrid / Remote within the UK. We have a central London office but our team work from across the country and we are happy to support remote, hybrid, or office-based working.
<b>Start Date</b>	August / September 2024
<b>Deadline</b>	<b>Sunday 7<sup>th</sup> July at 11.59 pm.</b> Interviews will be held online on the week beginning 15 <sup>th</sup> July and will involve a short task and role-based questions.
<b>Application</b>	Please apply by uploading your CV and completing 3 work scenario questions <a href="#">here</a> .

### The Organisation

[ImpactEd Group](#) supports education and purpose-driven organisations to maximise and realise their potential. A growing and skilled team of over 30 people, we help our partners to be consistently impactful and sustainable through a combination of specialist support and use of digital tools.

This role is within our [Evaluation Practice](#). The evaluation team works with schools and organisations, analysing the impact of programmes and interventions to help them do more of what works and less of what doesn't. We work with more than 1,400 schools and 70 education organisations, serving more than a quarter of million pupils. This includes helping our partners to design high-quality research projects, delivering them, and providing systems and tools for data collection, reporting and impact benchmarking.

### The Opportunity

The School Engagement Coordinator is a new role working across ImpactEd Evaluation. The role will work directly with schools to deliver national research projects, support their onboarding to our [School Impact Platform](#), and lead communications and data collection for our partnerships. The role would be a good fit for someone with experience or interest in the school sector and research and evaluation.

Day to day your role is likely to be a mixture of:

- ▶ Supporting new schools we are working with through their onboarding and data collection processes and monitoring their use of our School Impact Platform.
- ▶ Working with school leaders and teachers to implement research in their setting. For example, this year we launched our [Understanding Attendance project](#), improving school attendance. You would be lead contact for schools in similar projects, presenting to leaders and helping them act on their data.
- ▶ General support for partnership delivery and administrative tasks working with different team members. Our partners can include schools, charities, government, universities, Multi-Academy Trusts, and edtech companies. You can see case studies on our partnerships with [schools](#) and [organisations](#).
- ▶ Standardised reporting and data analysis – this will require good attention to detail and working with Excel and MS Office Suite. You will need to be comfortable using digital tools and platforms.

<b>School engagement</b>	You will communicate with schools around onboarding and data collection. You will need to communicate clearly, concisely and professionally both by email and telephone to be able to support schools to engage with data collection and reporting. You will also need to be comfortable using digital tools to onboard schools to the School Impact Platform, track their use of this, and support them to use it.
<b>Account management</b>	You will manage accounts for a portfolio of school partners, from onboarding and setting up their evaluations, to ongoing support and managing renewals. This role will have a particular focus on supporting schools' participation in our national research projects, including tracking schools' engagement on the platform, internal reporting and developing close working relationships with your lead contacts. Effective account management and ability to build connections with school staff will be key to the role.
<b>Delivery support</b>	You will support on a number of school-facing partnerships of varying sizes. Your role will be to perform tasks related to data collection which could include organising focus groups, setting up surveys, or updating delivery trackers.

## About You

We are looking for some of the following attributes, though you might be more experienced in some areas than others, and we are open to a range of backgrounds:

- ▶ Understanding and experience of the UK education system
- ▶ Experience of working within an administrative or customer service/partner focused role
- ▶ Able to communicate clearly and persuasively, both written and verbally
- ▶ Track record of effective process and project management, or using a CRM system

As well as this, you are likely to be most successful in the role if you:

- ▶ Have strong attention to detail and enjoy setting up and working to clear processes
- ▶ Some experience of using Excel or similar spreadsheets and formulas
- ▶ Enjoy being adaptable and working as part of a small, fast-paced and dynamic team.

## Why Us?

As an organisation we care deeply about creating a meaningful place to work and supporting people to grow personally and professionally. These are reflected in [our organisational values](#) and our commitments to:

- ▶ Agile and flexible working: responsive management, flexible hours, hybrid or fully remote working. For this role we are open to term time only contracts if this is of interest.
- ▶ Personal excellence: we invest significantly in professional development, including an individual CPD budget, and formal and informal training and support
- ▶ Mental health and wellbeing: access to health and wellbeing advice and free therapist support.

## Diversity and inclusion at ImpactEd Group

As a growing organisation we are committed to:

- ▶ Becoming increasingly representative of the sector and geographies that we operate in
- ▶ Providing a positive experience of work as part of an inclusive culture led by our organisational values
- ▶ Maintaining an annual EDI action plan - led by the internal team and supported by a Board sponsor.

What to expect from the recruitment process:

- ▶ All applications are anonymised until the point of interview
- ▶ We use a recruitment system, Applied, which debiases the recruitment process
- ▶ We implement a standardised interview template and competencies matrix.